

## Getting started with speech recognition

This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office.

To get started, do the following:

▼ Verify speech recognition system requirements

To use speech recognition, you need the following:

- A high quality close-talk (headset) microphone with gain adjustment (gain adjustment: A microphone feature that allows your input to be amplified so that it is made louder for use by the system.) support  
(A universal serial bus (USB) microphone is recommended.)
- A 400 megahertz (MHz) or faster computer
- 128 MB or more of memory
- Windows 98 or later or Windows NT 4.0 or later
- Microsoft Internet Explorer 5 or later

See the Microsoft Office Web site for more information about [operating system specific requirements](#) or [microphone information](#).

**Note** The hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) in this topic goes to the Web. You can switch back to Help at any time.

▼ Position the speech recognition microphone

A high quality close-talk (headset) universal serial bus (USB) microphone with gain adjustment (gain adjustment: A microphone feature that allows your input to be amplified so that it is made louder for use by the system.) support is recommended.

Position the microphone so that:

- It is about an inch, or a thumb's width, to the side of your mouth.
- It is not directly in front of your mouth, and you are not breathing directly into it.

**Note** If you inadvertently move the microphone as you speak, remember to bring it back to the correct position.

▼ Install and train speech recognition

Speech recognition is installed in all Office programs by initially using the feature in Microsoft Word or by doing a custom installation.

After speech recognition is installed, you can increase speech recognition accuracy by taking a few minutes to train the computer to recognize how you speak.

▼ Install and train by using Word

1. Open Microsoft Word.
2. On the **Tools** menu, click **Speech**.  
You're asked if you want to install the feature. Click **Yes**.
3. After the installation is complete, click **Next** to train speech recognition.  
Training begins with help in adjusting your microphone.

▼ Custom installation and training

1. On the Microsoft Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Click **Change or Remove Programs**, select **Microsoft Office XP**, and then click **Change**.
4. Click **Add or Remove Features**, and then click **Next**.
5. Under **Features to install**, next to **Office Shared Features**, click **+**.
6. Next to **Alternative User Input**, click **+**, click **Speech**, and then select the type of installation you want.
7. Click **Update**.

After the custom installation is completed, you can train speech recognition.

1. In most Office programs, click **Speech** on the **Tools** menu.

**Note** In Microsoft Excel, point to **Speech** on the **Tools** menu, and then click **Speech Recognition**.

2. To train speech recognition, click **Next**.

Training begins with help in adjusting your microphone.

**Note** If you do not train at this point, you can train by clicking **Speech Tools**  on the **Language** bar, and then clicking **Training**.

▼ Learn about how to speak to a computer

When speaking to others, you're usually understood whether you whisper or shout, or talk fast or slow. However, a computer understands speech best when spoken to in a more predictable way.

- Speak in a consistent, level tone. Speaking too loudly or too softly makes it difficult for the computer to recognize what you've said.
- Use a consistent rate, without speeding up and slowing down.
- Speak without pausing between words; a phrase is easier for the computer to interpret than just one word.

For example, the computer has a hard time understanding phrases such as, "This (pause) is (pause) another (pause) example (pause) sentence."

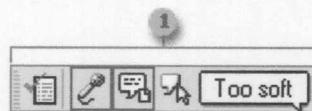
Because we don't usually need to think about how to speak, it can seem a little awkward at first to speak to a computer. However, with a little practice, speaking to a computer will become more natural.

#### Speech recognition tips

- Start by working in a quiet environment so that the computer hears you instead of the sounds around you, and use a high quality close-talk (headset) microphone.  
If your work environment has a lot of noise or if the noise level varies during the day, try creating different speech recognition profiles for different times of day. If you work in several different environments, create different profiles for each environment.
- Keep the microphone in the same position; try not to move it around once it's adjusted.
- Train your computer to recognize your voice by reading aloud prepared training text in the training wizard. Additional training may increase speech recognition accuracy.
- As you dictate, don't be concerned if you do not immediately see your words on the screen. Continue speaking and pause at the end of your thought. The computer will display the recognized text on the screen after it finishes processing your voice.
- Pronounce words clearly, but don't separate each syllable in a word. For example, sounding out each syllable in "e-nun-ci-ate" will make it harder for the computer to recognize what you've said.
- Remember to turn the microphone off when you are not using speech recognition. Speech recognition will continue to process sounds until the microphone is turned off.

▼ Practice using speech recognition

You can use speech recognition by clicking buttons on the **Language** bar to switch between two modes — Dictation and Voice Command. The **Language** bar appears by default in the upper-right corner of the screen of any Office programs.



① **Language** bar with text labels hidden

**Note** The **Language** bar shows text labels beside each button on the bar. You can hide or show the text labels by right-clicking the **Language** bar, and then clicking **Text Labels**.

You'll switch between Dictation mode and Voice Command mode less often and save time if you complete dictation first, review your file, and then format text or make corrections.

1. Position your microphone.
2. Click in the program in which you want to use speech recognition.

If you open a Help topic while you're working or if a message appears on the screen, click again in the program to continue using speech recognition.

3. If the microphone is not already turned on, click **Microphone**  on the **Language** bar.
4. Switch between Dictation and Voice Command modes as you work:

▼ Use Dictation mode

- To turn the words you speak into text, click **Dictation**  on the **Language** bar.

As you speak, you'll see a blue bar on the screen that means the computer is processing your voice. As your words are recognized, text is displayed on the screen.

You can continue to speak while the computer processes your voice; you don't have to wait until the blue bar disappears to speak again.



- ① Previously recognized text
- ② Blue bar that indicates the computer is processing your voice

#### Notes

- If **Dictation** is not on the **Language** bar, see the *Speech recognition isn't working* section on the [Troubleshoot speech recognition](#) Help topic.
  - While the blue bar is on the screen, avoid using your mouse or keyboard to type or take other actions. This will interrupt speech recognition, and your words will not be processed.
- ▼ Use Voice Command mode
- To select menu, toolbar, dialog box (U.S. English only), and task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) (U.S. English only) items, click **Voice Command** on the **Language** bar.

For example, to change font format, you can say "font" to open the **Font** box on the **Formatting** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the **Customize** dialog box (point to **Toolbars** on the **View** menu and click **Customize**). To see more buttons, click **Toolbar Options** at the end of the toolbar.), and then say a font name.

Or to format selected text, say "bold" or "underline."

**Note** If **Voice Command** is not on the **Language** bar, see the *Speech recognition isn't working* section on the [Troubleshoot speech recognition](#) Help topic.

5. Turn the microphone off when you are through speaking to the computer by clicking **Microphone** on the **Language** bar.

▼ Tips

- You can also switch between Dictation and Voice Command modes by saying "dictation" or "voice command."
- In Microsoft Word, you can delete the last thing you said in Dictation mode by saying "scratch that."
- You can turn the microphone on and off by clicking **Speech** on the **Tools** menu (in Microsoft Excel, point to **Speech** on the **Tools** menu, and then click **Speech Recognition**).

You can also turn the microphone off by saying "microphone."

▼ Learn about things you can do and say with speech recognition

This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office.

When you use Office speech recognition, you'll switch between working in Voice Command mode and Dictation mode by clicking buttons on the **Language** bar or by saying "voice command" or "dictation."



- ① **Language** bar with text labels hidden

**Note** The **Language** bar by default shows text labels beside each button on the bar. You can hide or show the text labels by right-clicking the **Language** bar, and then clicking **Text Labels**.

▼ Using Voice Command mode

**Note** Using Voice Command mode for dialog box and task pane (task pane: A window within an Office application that provides

commonly used commands. Its location and small size allow you to use these commands while still working on your files.) items is not available in Simplified Chinese and Japanese.

To select menu, toolbar, dialog box, and task pane items by using your voice, if the microphone is not already turned on, click **Microphone**  on the **Language** bar, and then click **Voice Command**  on the **Language** bar, or say "voice command."

For example, to change the font in any Office program by using your voice, do the following:

1. To open the **Format** menu, say "format."
2. To open the **Font** dialog box, say "font."
3. To change the font from Times New Roman to Verdana, say "verdana."
4. To close the **Font** dialog box, say "OK."

**Note** You can also change font format without opening the **Font** dialog box. Say "font" to open the **Font** box on the **Formatting** toolbar, and then say a font name.

▼ Other Voice Command mode examples

Do the following to select:

▼ Toolbar buttons

- Say the name of the toolbar button. If you don't know the name, rest the mouse pointer on the button to display a ScreenTip (ScreenTips: Notes that appear on the screen to provide information about a toolbar button, tracked change, or comment or to display a footnote or endnote. ScreenTips also display the text that will appear if you choose to insert a date or AutoText entry.) that shows you the name you can say.

For example, the ScreenTip for the **Save**  button is "Save." Say "save" to open the **Save** dialog box.

▼ Menu and command items

- Say the name of the menu (menu: A list of commands that is displayed when you click a menu name on a menu bar or other toolbar.). For example, to open the **Tools** menu, say "tools" or "tools menu."
- If all the commands you want to see on a menu are not visible, say "expand" or "more buttons."
- To select a command on the **Tools** menu, say "options," for example, which will open the **Options** dialog box.

▼ Dialog box items

- To select different tabs in a dialog box, say the name of the tab. For example, in Microsoft Word, say "edit" or "tab edit" in the **Options** dialog box to select the **Edit** tab.
- Say the name of any dialog box option. For example, on the **Edit** tab in the **Options** dialog box in Word, say "prompt to update style" or "check prompt to update style" to select the **Prompt to update style** check box.

To clear a dialog box option, say "prompt to update style" again or say "uncheck prompt to update style."

- In an **Open** dialog box, you can open a drop-down list by saying the name next to the list, if a name is available. For example, in Microsoft PowerPoint, to open the **Tools** menu, say "tools." To select the **Options** command, say "options," which opens the **Options** dialog box.

To select a tab in the **Options** dialog box, say the name of the tab. For example, say "save" to open the **Save** tab.

To see the items in the **Save PowerPoint files** list, say "save PowerPoint files as" or "drop save PowerPoint files as."

▼ Task pane items

To open the **New File** task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) in Office programs, do the following:

- Say "file" to open the **File** menu, and then say "new" to open the **New File** task pane (**New File** task pane: A pane in Office applications that provides commonly used commands for opening and creating files. The task pane title differs for each Office application. For example, you'll see "New Document" in Word and "New Worksheet" in Excel.).  
To open a new blank file, say "new file."
- To say the name of a hyperlink in a task pane, say the name of the entire hyperlink. For example, to open **Templates on Microsoft.com** in the **New File** task pane, say "templates on Microsoft dot com."

**Note** This does not apply to Microsoft Outlook.

### Commands you can say

The following list is a sample of the commands you can say. For more information, see the [Microsoft Office Web site](#).

▼ Navigation examples

The command you can say is shown first, followed by the keyboard or mouse equivalent for the command. For example:

**END (command you can say)**

Press END (keyboard or mouse equivalent)

**Return****Enter**

Press ENTER

**Backspace****Delete**

Press BACKSPACE

**Back one word****Last word**

Press CTRL+LEFT ARROW

**Space****Space Bar**

Press the SPACEBAR

**Escape****Cancel (U.S. English only)**

Press ESC

**Right-click****Context menu****Right-click menu**

Right-click a menu

(Not available in Japanese language version of Office)

**Tab**

Press TAB

**Shift Tab**

Press SHIFT+TAB

**End****Go End**

Press END

**Home****Go Home**

Press HOME

**Up****Go Up**

Press UP ARROW

**Down****Go Down**

Press DOWN ARROW

**Left****Go Left**

Press LEFT ARROW

**Right****Go Right**

Press RIGHT ARROW

**Previous Page**

Press CTRL+PAGE

**Next Page**

Press CTRL+PAGE+DOWN ARROW

**Page Down**

Press PAGE DOWN

**Page Up**

Press PAGE UP

▼ Using Dictation mode

To dictate text into any Office program, if the microphone is not already turned on click **Microphone**  on the **Language** bar, and then click **Dictation**  on the **Language** bar, or say "dictation."

▼ Tips

- You can dictate by spelling. Say "spelling mode," pause briefly, and then say "s-u-n."
- You can use Dictation mode to get help as you work. Place the insertion point into the Office Assistant or into the **Ask a Question** box, and then dictate your question.

The following lists tell you how to say some things as you dictate. What you can say is followed by what is inserted. For example:

**Period**

**Dot (what you can say)**

. (what is inserted)

▼ Punctuation

**Period**

**Dot**

**Comma**

,

**Colon**

:

**Semi-colon**

;

**Question mark**

?

**Exclamation point**

!

▼ Symbols and special characters

**Ampersand**

&

**Asterisk**

\*

**At sign**

**At**

@

**Backslash**

\

**Slash**

/

**Vertical bar**

|

**Hyphen**

**Dash**

-

**Double dash**

--

**Equals**

=

**Plus**

**Plus sign**

+

**Pound sign**

#

**Percent****Percent sign**

%

**Dollar sign**

\$

**Underscore**

\_

**Tilde**

~

**Ellipsis**

...

**Greater than**

&gt;

**Less than**

&lt;

**Caret**

^

**New line**

Enter

**New paragraph**

Enter twice

## ▼ Brackets

**Bracket****Left bracket****Open bracket**

[

**End bracket****Right bracket****Close bracket**

]

**Open brace****Curly brace****Left brace**

{

**Close brace****End curly brace****Right brace**

}

**Open parenthesis****Left paren**

(

**Close parenthesis****Right paren**

)

## ▼ Quotation marks

**Quote****Open quote**

"

**Close quote**

"

**Single quote**

**Open single quote****Close single quote**

## ▼ Numbers

**5**

five (numbers less than 20 are spelled out when inserted)

**21**

21 (numbers greater than 20 are inserted as digits)

**first**

first (ordinal numbers)

**one half**

1/2 (fractions)

**five five five zero one eight seven**

555-0187 (telephone numbers)

## ▼ Tip

To dictate all numbers as digits, say "force num," pause briefly, and then say "5."

**Notes**

- For more examples of how to use speech recognition, see the [Microsoft Office Web site](#).
- The hyperlinks (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) in this topic go to the Web. You can switch back to Help at any time.